

OFFICE OF ACQUISITIONS
NATIONAL CANCER INSTITUTE

REQUEST FOR PROPOSAL NUMBER: N02PC95028-69

Amendment No.: 1

Date of Issuance: April 7, 2010

The above numbered Request For Proposal (RFP) is amended as set forth below. The hour and date specified for receipt of Offerors remains unchanged: April 27, 2010.

Offerors MUST acknowledge receipt of the amendment prior to the hour and the date specified in the solicitation or as amended, by separate letter, telegram, or Electronic Mail which includes a reference to the RFP and Amendment number(s). For your convenience, the Proposal Intent Response Form is provided in SECTION J - List of Attachments of this RFP, for this purpose.

FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERORS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

This Amendment revises the RFP as stated below:

RFP N02PC95028-69 is hereby amended to answer questions received from interested parties. The due date for submission of proposals is NOT extended. All other Articles remain unchanged. As opposed to Federal Business Opportunities' numbering, this is the only amendment to date for this RFP.

QUESTIONS AND RESPONSES

1. Regarding the Tobacco Monograph series (Task 4), are there any manuscripts that are at an intermediate stage in the production cycle?

Response: Yes, two monographs are in the intermediate stage of the production cycle. NCI Tobacco Control Monograph 21 (regulation) is a priority for FY2010. TCRB plans to publish Monograph 21 this summer. Monograph 22 (economics) is currently under production, but will not be completed this fiscal year. It will be completed under the management of the new contractor in FY2011.

If not, when do you anticipate that work will begin on new monographs?

Response: Monographs are not developed on a cycle. It is anticipated that we will begin the process for another monograph in late FY11 or 12. The others will be developed as the need arises. There will not be more than 3-5 monographs produced over the seven year period of the contract.

2. Please provide more specifics on the number of reports, documents, presentations, or web sites that are involved with Task 1, in order to have a basis for pricing.

Response: The needs fluctuate for Task 1, but we estimate a total of 15-20 (reports, documents, presentations, etc.) per year. This constitutes a large portion of the work on this contract.

3. For costing purposes, can the Government please estimate how many consumer presentations and documents would be developed and produced for Task 1, and will all of these documents be posted to the Web site?

Response: Consumer presentations and documents (technical, consumer, and scientific) are estimated at 12-15 per year. The contractor is not expected to post and maintain materials on the website. If these presentations and documents are posted to the website, the contract is only responsible for getting the materials ready to be posted online.

4. Is contractor expected to post and maintain materials on the Web site? If so, what kind of access will the contractor be provided?

Response: No, the contractor is not expected to post and maintain materials on the website. The contractor is responsible for getting the materials ready to be posted online.

5. For Task 2, does TCRB have a current tracking system in place? If so, what is being used and will the contractor be required to use this same system?

Response: Task 2 is requesting that the contractor provide a tracking system for the projects they are working on for TCRB. The contractor should propose the system they intend to use for project management tracking of projects.

6. For Task 2, will the Government pay for any software and license requirements needed to support data management, tracking and coordination of TCRB projects, or should these costs be included in the budget?

Response: The costs for software and /or licenses should be included in the budget, if necessary. This task does not involve data management for a study; it is project management - tracking progress on work being done for TCRB.

7. On Task 2, how many active TCRB projects are involved in the data management activities?

Response: This will be the project management tracking for all projects related to Tasks 1, 3, 4, and 5. There are approximately 21-26 projects per year for all Tasks combined.

8. On Task 2, what sources of external data are involved for comparing and contrasting funding mechanisms?

Response: No external data will be used for comparing and contrasting funding mechanisms. This task involves NCI data. The data will be provided to the Contractor by TCRB in order for the task to be completed.

9. On Task 2, how many administrative/fiscal and programmatic information databases on TCRB programs/projects are currently in place that requires support services? Is the support staff required to perform this task on government site?

Response: This is the Contractor tracking their administrative time/effort/cost on projects. This tracking is done by the contractor and does not exist in TCRB. The support staff is not required to perform this task on government site.

10. For Task 3, will the contractor be responsible for traveling any of the participants, or for paying for speakers fees?

Response: The Contractor will book travel, hotel, per diem, etc, and this will be paid through the contract.

11. For Task 3, how many meetings will be held each year and with what number of attendees for each? Will the meetings be in the Washington metropolitan area? Please provide further guidance for budgeting purpose.

Response: See Travel Costs/Travel Policy, page 57, of the RFP for information regarding required meetings and travel.

12. For costing purposes, please provide estimates for the number of transcription services and the number of summaries contractor may be required to provide in support of scientific meetings and conferences.

Response: It is expected that approximately 3-5 transcription services and summaries are provided to the Government per year.

13. For Task 4, it is unclear whether there would be a senior volume editor for each monograph, or whether the intent is one editor for the entire contract.

Response: The editor for the monographs should be specific to each monograph; therefore, a senior volume editor is appropriate for each monograph.

14. For Task 5, what is the volume of requests for which response capability is to be provided?

Response: We do not receive a high volume of requests; however, when new policies or research findings are released we need to respond. Requests from the National Cancer Advisory Board (NCAB) are received approximately once per year, whereas the US Food and Drug Administration (FDA) or Congress will submit requests as needed. The exact number is indeterminable but a reasonable estimate for proposal estimating purposes is 20 requests per year. Some months there will be no requests and other months there will be several requests. The contractor is expected to respond with information to these inquiries only if the inquiry involves a project they're currently working on.

15. For Task 5, please provide some expectations of outcomes, number of activities, or some level of effort for this activity. A basis for staffing to meet current expectations of this task is needed.

Response: Communication & Liaison activities in Task 5 include researching and providing the appropriate TCRB staff with information in response to inquiries from both internal and external programs of NCI. Responses from the Contractor to the requests will be required when the Contractor is working on TCRB projects related to the request. We anticipate that this task will mainly be performed by the onsite Scientific Research Associate with occasional back-up support from administrative and research staff within the contract. As indicated in our response to #14, we do not receive a high volume of requests; however, when new policies or research findings are released we need to respond to the requests received.

16. For Task 5, does the Government require the contract staff to perform the support services on Government site? Regarding project personnel (Page 59), does the government only require the Scientific Research Associate to be only one to work on Government site as needed?

Response: The Scientific Research Associate will be on-site approximately 95% of the time. Office space, computer, phone, etc. will be provided for this one on-site contractor staff. All other personnel and administrative tasks should be located/handled at the contractor's site.

17. For the technical proposal please provide guidance about the font size and page limits, as well as any restrictions on attachments, and resume pages.

Response: There are no limits on font size, number of pages, or restrictions on attachments and resume pages. For purposes of readability, it is recommended that the font size be somewhere between 10-12 points. See Technical Proposal Instructions, starting on page 40 of the RFP, for additional information to use in developing the technical proposal.